

MINUTES OF THE MEETING WITH THE HODs/OICs HELD ON 26.04.2021 AT 12.00 NOON IN THE OFFICE OF DIRECTOR-CUM-PRINCIPAL, JNGEC, SUNDERNAGAR


A meeting with the HODs/OICs was held on dated 26.04.2021 at 12.00 Noon under the chairmanship of Director-cum-Principal, JN Government Engineering College, Sundernagar in his office chamber.

The following were present:

1. Prof.Himanshu Monga, HOD ECE
2. Dr.Champa Verma, OIC AS&H
3. Sh.Parveen Kumar, OIC TE
4. Dr,Ritesh Kaundal, Associate Professor (ME)
5. Sh.Mridul Sharma, SPO
6. Er.Bedatrayee Saha, AP (CE)
7. Er.Kapil Dev, AP (CE)
8. Dr.Shashi Gurung, AP (CSE)
9. Er.Prashant Thakur, AP (CE)

At the very outset, the Director welcomed all present in the meeting and thereafter the following points were discussed and decided:

1. It was decided that the attendance record of the online classes being conduct by the faculty shall be maintained by them and submitted to their respective HOD/OIC who will further submit the same to the Dean (Academics) by 01.05.2021. Henceforth, progress report of online classes will be sent by all HODs/OICs after 15 days and information in this regard will be transmitted to the Directorate of Technical Education, Vocational and Industrial Training, HP, Sundernagar positively. Dean (Academics) will take necessary action.
2. It was decided that all the HODs/OICs shall prepare list of machinery and equipment to be procured for their respective departments. As and when the budget is received from the Government, machinery/equipments shall be procured on priority basis.
3. It was decided that HODs/OICs shall issue orders at their own level to call the Clerks/Workshop Instructors, Technicians and Peons in their offices. The roaster as per the notification issued by the Govt. will be followed.
4. It was decided that no faculty member shall switch off their phones as they can be called at any time in exigency. The instruction in this regard is to be issued by HOD/OIC.
5. It was decided that the 2<sup>nd</sup> periodical test will be conducted by the concerned faculty as per their convenience in consultation with their respective HODs/OICs. The left out papers of 1<sup>st</sup> periodical may also be conducted in between and the record of the marks obtained by students in the 1<sup>st</sup> & 2<sup>nd</sup> periodical examination in compiled form shall be submitted by 7<sup>th</sup> May, 2021 positively. The question papers of periodical tests shall be of 30 marks and examination will be of 30 minutes duration.
6. It was also decided that the online classes will be conducted for the students those who have applied and registered for improvement classes. The time table shall be prepared by the HODs/OICs and submitted to the Dean Academics.
7. The Technicians/Workshop Instructors should be directed to prepare the videos, showing the conduct of lab. practical & to be shared through whatsapp or google meet platform

 27/4/21

with students. The HOD/OIC will keep the record of videos prepared and will submit information in this regard to undersigned.

8. It is informed that the Director (TE), HP, Sundernagar has convened a virtual meeting on 26.04.2021 and directed that the institutions must arrange at least one webinar with the industry and institutions with whom the MoUs have been signed. It is, therefore, decided that all HOD/OIC, will conduct at least one webinar with institute of repute/industry or with institute/industry with whom MoU has been signed. The information in this regard is to be submitted to office of undersigned.
9. All the HOD/OIC will direct the faculty under their control to submit the lesson plan for the 6<sup>th</sup> semester and forthcoming 2<sup>nd</sup> & 4<sup>th</sup> semesters on or before 7<sup>th</sup> May, 2021. The lesson plan should show the lectures being conducted under offline mode and also those lectures which have been planned to be conducted under online mode. The information to be submitted by HOD/OIC on urgent basis on 7<sup>th</sup> May, 2021.

The meeting ended with a vote of thanks to and from the Chair.

Endstt.No.GEC/SNR/Meetings/2016-- 2544-2557

Copy to:-

Dated: 27/4/21

1. All the HODs/OICs for information and necessary action. The same may be brought into the knowledge of faculty under their control.
2. Dr.Shashi Gurung, Incharge Computer Centre for information and necessary action.
3. Superintendent Grade-I/PA for information.

Director-cum-Principal